# MPS Hi-Low Seating System Assembly Guide

Model# Series
79300105 & 79300305
UMHLM03-15LIT

**⚠ CAUTION**

Read Instructions Before Using!
Save This Guide For Future Reference
This product is NOT a certified car seat.

# For Customer Service Support:

**Contact your dealer directly.**

**Before Contacting Customer Service Support:**

Please fill in the following. We will be able to help you more quickly if you have the exact information indicated.

Serial number[1]: _____

Model: _____

Date of Purchase: _____

**Notice:**

The information contained in this document is subject to change without notice.

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Use only Special Tomato accessories and parts on Special Tomato products. Special Tomato parts are not interchangeable with other manufacturers' products. Replace any worn parts immediately for safety.

[1] Located on back of seat shell.

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The MPS Hi-Low Seating System has been designed to offer affordable seating and positioning while providing optimal comfort and function. This manual shows how to easily and safely take advantage of the features this product offers.

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# Safety Information

Always read instructions fully before use.

To improve safety we recommend that users should not be left unattended at any time while using Special Tomato equipment.

Only use Special Tomato approved components with your product. Never modify the product in any way. Failure to follow instructions may put the user or caregiver at risk and will violate the warranty on the product.

If any parts should fail, please stop using the product and contact customer service or your local dealer.

Be sure that all adjustments are securely fastened before you put the user into the product.

Always secure the 5 point harness after transferring the child into the seating system.

When the product is stationary be sure that all casters are locked and facing outward from the base. Especially when the tilt function is being used.

When the seat is in use be sure that the height and tilt adjustment lockouts are engaged to prevent accidental adjustment from other children.

To prevent tipping: Do not attempt to move the seating system over uneven surfaces. Use care when transferring children in and out of the seating system.

Always put the seating system at the lowest position when moving a child around their environment.

Only use this product on a level surface. All 4 caster locks must be engaged at all times during use.

When adjusting the height and tilt angle of the seating system, always use  the push handle. Never use the tray for this purpose.

When steering and moving the seating system from one area to another, only use the push handle. Never use the tray for this purpose.

Always check that locking knobs and bolts are tightened and secure at all times.

Regular maintenance is required to make sure this product remains in good working condition. Never use abrasive cleaners.

The product is made for indoor use only.

Always secure child in the restraint

- Never leave child unattended
- Always keep child in view
- Secure straps tightly
- Always use seating system on a smooth level surface

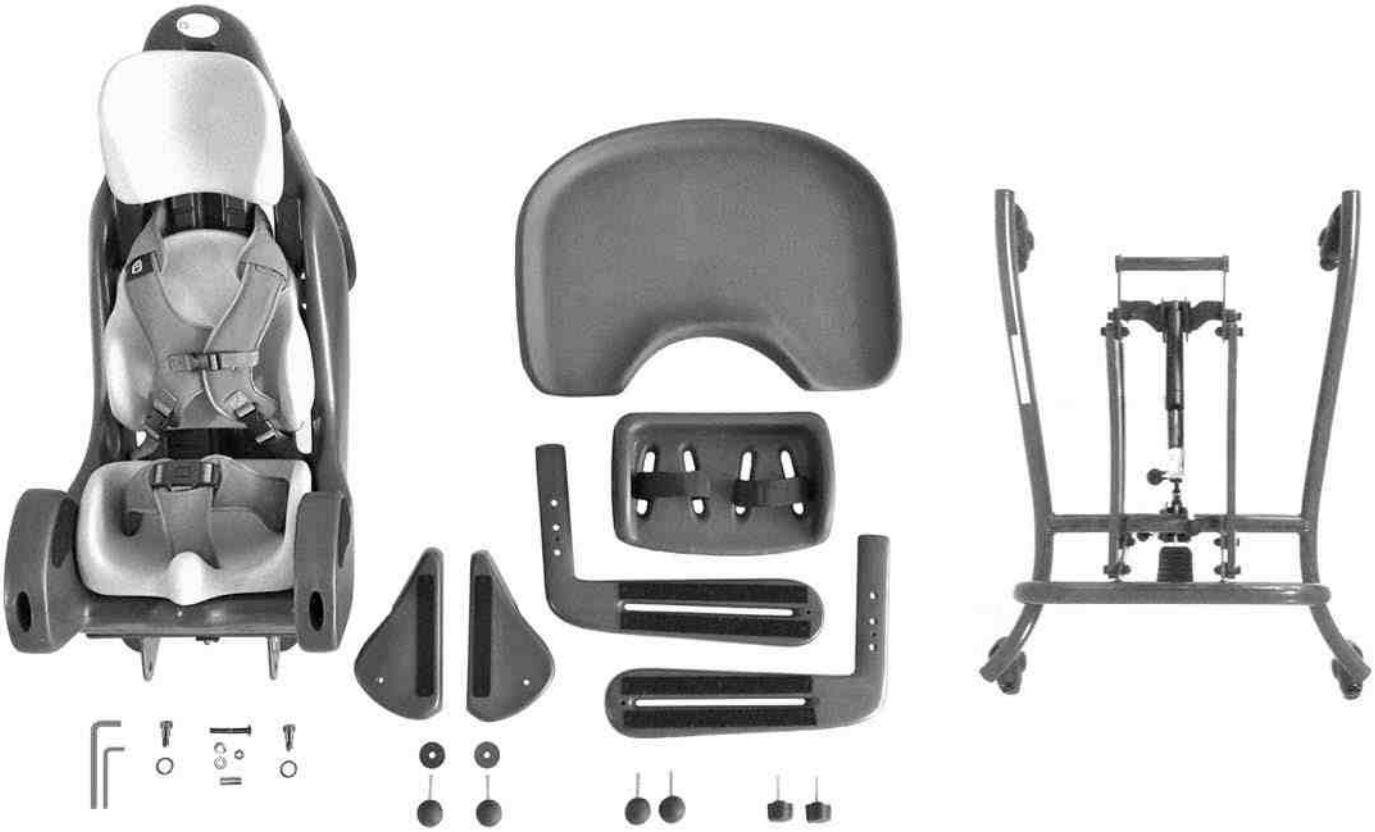
# Unpack your MPS Hi-Low Seating System

## Check Parts

Carefully remove them from the boxes and check all the parts you have ordered. Once you have checked all the components you are then ready to assemble the MPS Hi-Low Seating System and attach it to its base.

**WARNING**

**Keep plastic bags away from children.**



# Assembly

**Tools**

**allen key** (Large)

**Hardware**

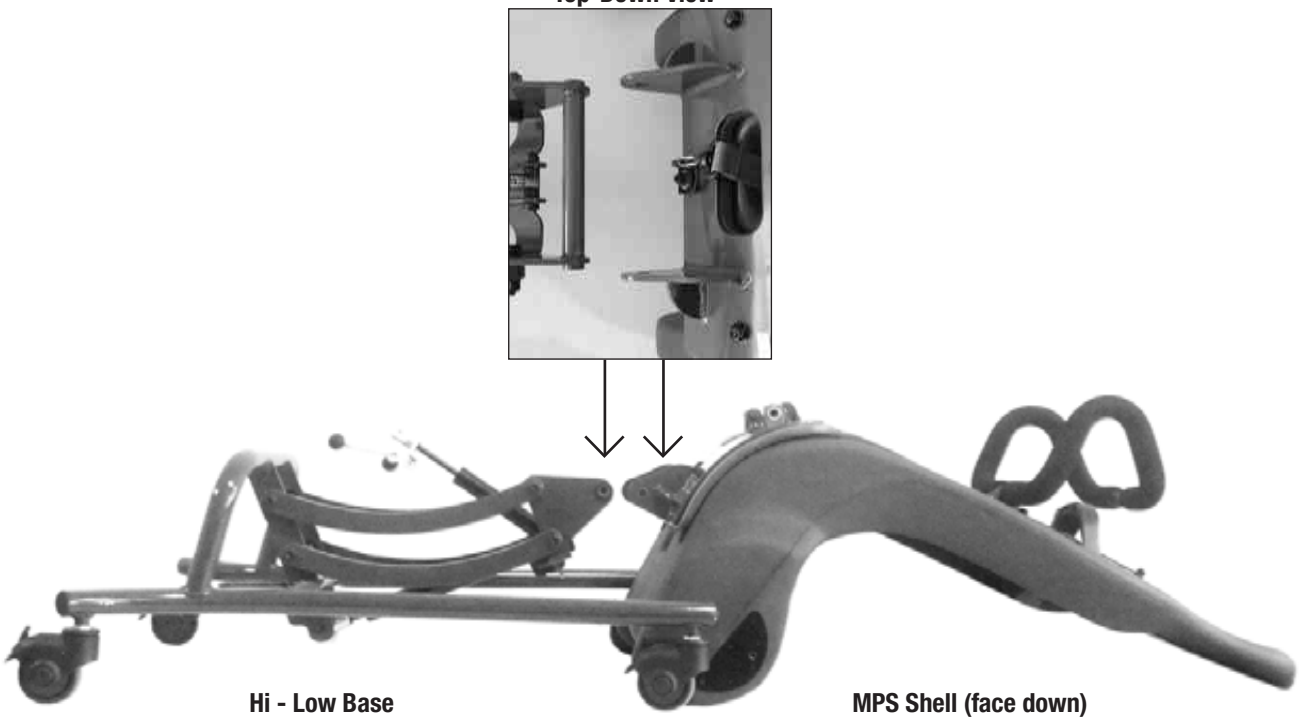
Bag #2

## 1. Attaching the MPS seat to the Hi-Low Base

**A.**

On a flat surface, Place the MPS Seat face down as shown. Then roll the Hi-Low Base up to the MPS shell and **align** the mounting bracket holes as shown.

**Top-Down View**



**Hi - Low Base**

**MPS Shell (face down)**

**B.**

Install nylon spacers on Hi-Low mounting bracket.

**C.**

Match mounting bracket holes. Install mounting bolts as shown.

***securely tighten hex bolts.**

# 2. Attaching the Tilt Piston to the MPS seat

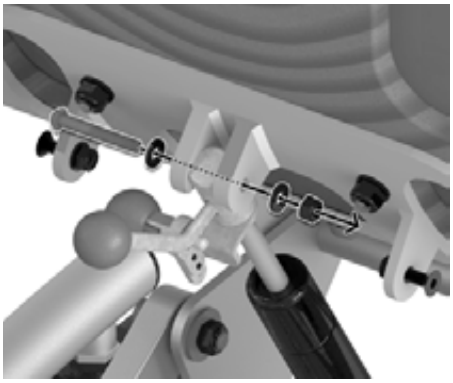
It is recommended that a second person assists with this part of the assembly process.

Lock all casters on the base

**Helpful Tools**

**Hardware**
Bag #4

**A.**
Position tilt piston axle midway through the tilt piston head.



**B.**
Rotate the MPS seat shell until tilt piston axle keys into seat pan.

**C.**
Slide tilt piston bolt with first washer installed through the MPS seat pan metal tabs and the tilt piston axle. Then install second washer and lock nut as shown.

**D.**
Using allen key and wrench, tighten lock nut and hex bolt securely.

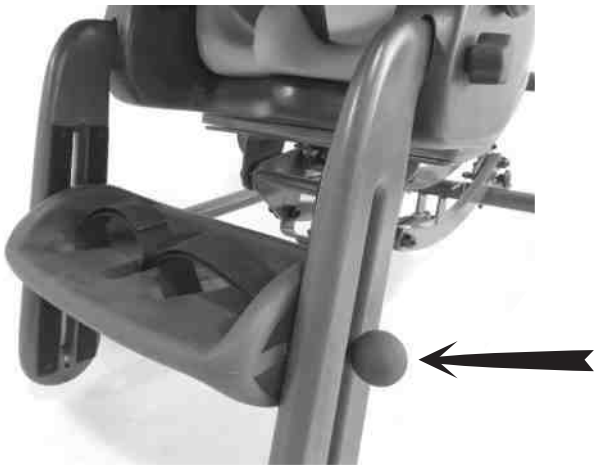
# 3. Installing the Footrest

**Parts Needed**

**Hardware**

*Velcro facing in on footrest leg extensions

**A.**
Using the star shaped rubber knobs, secure the footrest leg extensions into the MPS shell. Repeat on opposite side.



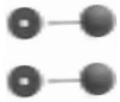
**B.**
Use the round shaped rubber knobs to install the footrest support as shown. Repeat on opposite side.

**Finished.**
Enjoy using your Special Tomato MPS Hi-Low Seating System!

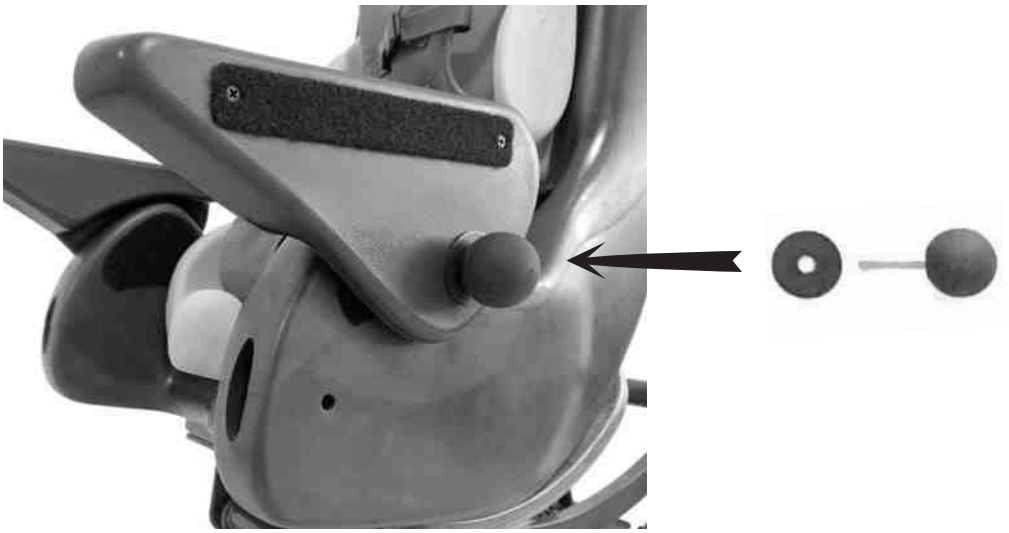
# 4. Installing the Tray (optional)

**Parts Needed**

**Hardware**



*Velcro facing out



**A.**
Using round rubber knob bolts and washers, install the tray supports as shown above. Repeat on opposite side.

**B.**
Secure the tray surface by folding the Velcro tabs over the tray supports as shown. Be sure to fully engage Velcro.

# Locks

**To prevent serious injury; always verify that the tilt & up-down pedal locking pins are fully engaged before you place the child in the seating system.**

## Using Caster Locks

Level position is unlocked

Down position is locked

## Using Tilt Lever & Up-Down Pedal Locks

**Unlocked**

Pull and rotate pin 90° to disengage lock.

**Locked**

Pull and rotate pin 90° in the opposite direction to engage lock.

# Adjustments

## Tilt-in-Space Lever

The tilt-in-space angle can be adjusted while the child is in the seat. Before adjusting the tilt-in-space angle of the seat be sure the child is securely fastened in the 5-point harness.

**To adjust the tilt angle:**

A. Grip foam push handle firmly.

B. Release the lock mechanism on the tilt lever.

C. While firmly gripping the foam push handle, push the tilt lever down to adjust the tilt position.

D. Select the desired tilt angle.

E. Return the tilt lever to locking position.

F. Re-engage the tilt lever lock to secure the seat.

## Up-Down Pedal

The up-down height can be adjusted while the child is in the seat. Before adjusting the up-down height of the seat be sure the child is securely fastened in the 5-point harness.

**To adjust the up-down position:**

A. Disengage the foot pedal lock.

B. Grip foam push handle firmly with both hands.

C. Step on the up-down foot pedal.

D. Select the desired height.

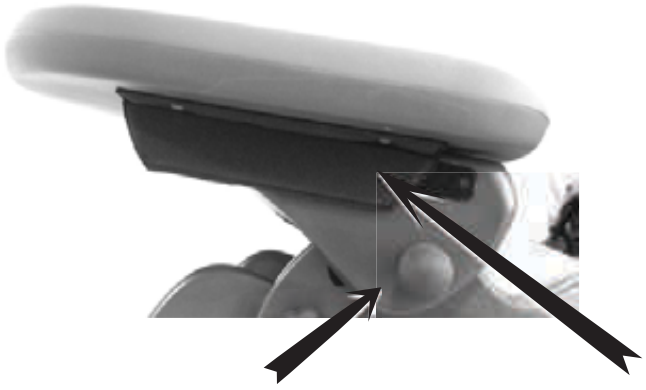
E. Remove your foot from the up-down foot pedal.

F. Re-engage the foot pedal lock.

# **Adjustments** (cont.)

## Tray

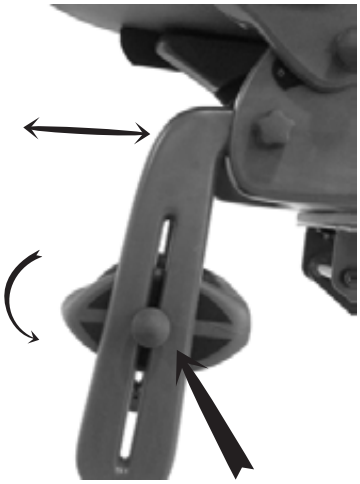
Tray angle and depth can be adjusted.



To adjust the tray tilt, loosen round knob and reposition the tray support angle on both sides.

To adjust the tray depth, disengage Velcro tabs and reposition the tray to the desired depth, then re-engage Velcro on both sides.

## Footrest



To adjust the footrest to desired height and angle, loosen round rubber knobs on both sides and reposition the Velcro. Tighten the round knobs to set the footrest position. To adjust the depth of the legrest extension, remove star-shaped knobs and reposition to desired depth. Re-install the star-shaped knobs.

To adjust footrest depth, three bolt hole locations allow for adjustment. Remove round knob hardware and reposition footrest to desired depth. Re-install round knob hardware and tighten securely.

To position the user's feet in the footrest, secure the Velcro straps provided so the foot is held in place. The straps should be placed over the bridge of the foot above the toes.

# **Adjustments** (cont.)

## Cushions

Back and headrest cushions adjust up and down along the center track.

### Headrests

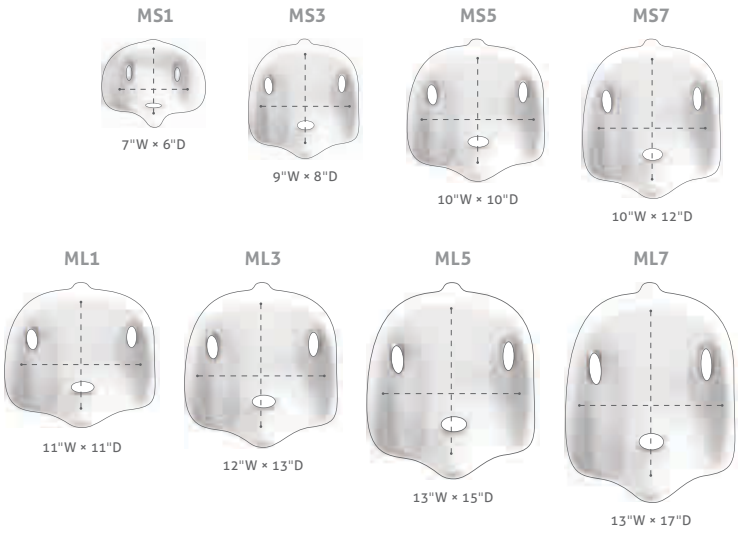
*MHS and MHL headrests fit **(MS)** and **(ML)** shells.*

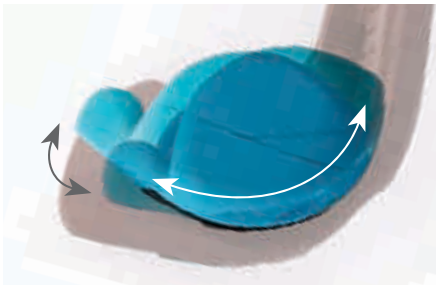
### Back Cushions

*MS2, MS4 and ML2 back cushions fit **(MS)** shell. ML2 and ML4 back cushions fit **(ML)** shell.*

### Seat Cushions

*MS seat cushions fit **(MS)** shell. ML seat cushions fit **(ML)** shell.*



**Hip-Flex®** adjustment provides a range of positions between 15° of hip flexion and 15° of hip extension.

*Cushions can be cleaned with warm water and mild detergent. Do not submerge.

# **Adjustments** (cont.)

**Always secure child in the restraint**
- **Never leave child unattended**
- **Always keep child in view**
- **Secure straps tightly**

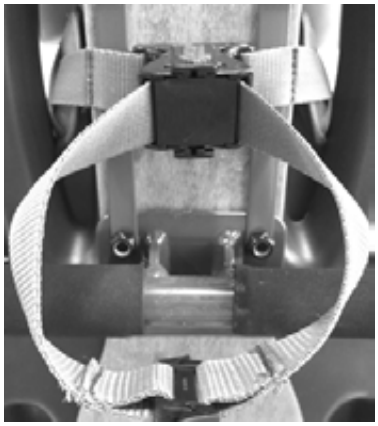
## 5-Point Harness: Chest & Shoulder

Proper adjustment of the harness is important for both positioning and safety of the child. Please consult your therapist to ensure the 5-point harness is properly adjusted for the child.

To facilitate transfer, unclip the chest harness in the middle and allow the harness to open out.

To change the width of the chest harness, adjust the center chest strap and set to the desired width.

**A.**
To change the length of the lower shoulder straps, adjust the strap lengths (both sides).



**B.**
To tighten the upper shoulder harness, pinch and pull the spring-loaded shoulder harness mechanism (located on the back of the seating system) and pull the shoulder harness loop away from the seat.

To loosen, pinch and pull the spring-loaded shoulder harness mechanism and simply pull the foam chest harness forward, away from user.

## 5-Point Harness: Pelvic

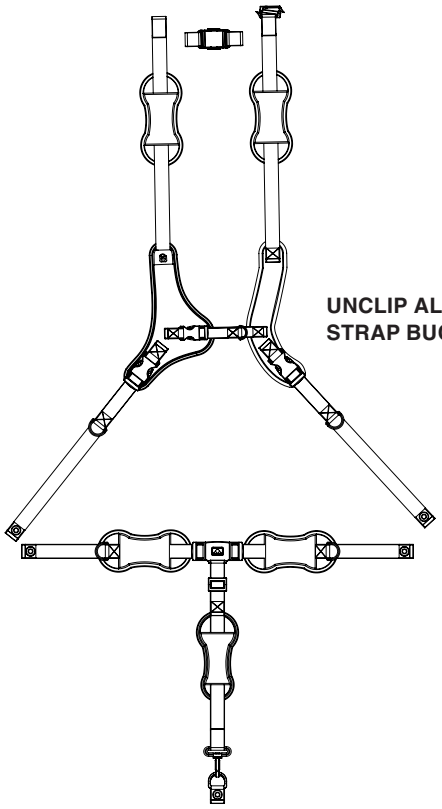
To facilitate transfer, press the center button to unlock the pelvic restraint.

All three pelvic straps are length adjustable to properly secure the child.

# Hi-Low Harness Threading & Connections

For a video tutorial visit **youtube.com/SpecialTomato1**

## Strap Diagram



UNCLIP ALL HARNESS STRAP BUCKLING

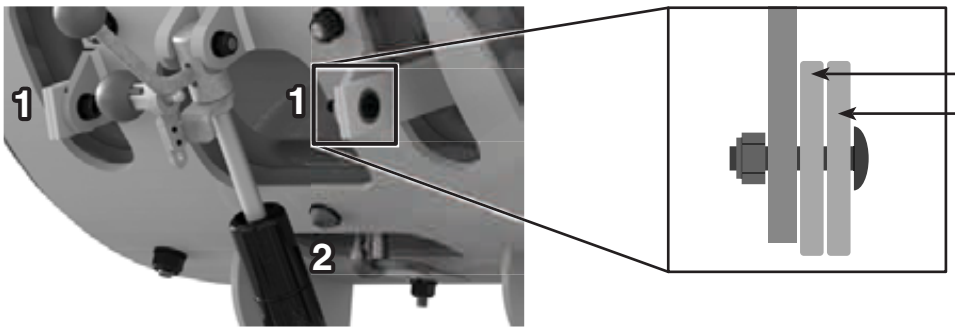
## Harness Installed

**CHEST STRAPS**
LATERAL STRAPS BOLTED UNDERNEATH SEAT PAN

**3-POINT CROTCH HARNESS**
WAIST & CROTCH STRAP BOLTED UNDERNEATH SEAT PAN

## 3-Point Belt Removal

1. Unscrew the two strap anchor bolts shown.



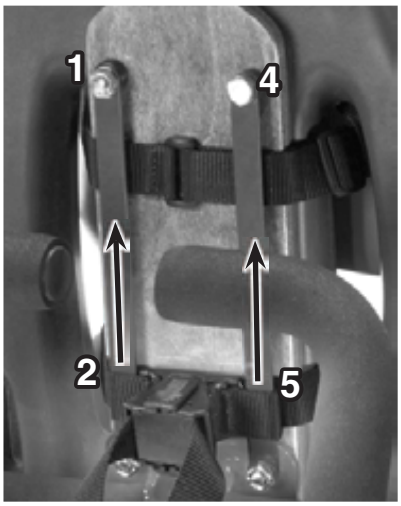

2. Unclip crotch strap from D-ring anchor.
3. Reinstall bolts for safekeeping.

***REVERSE PROCESS TO RETHREAD***

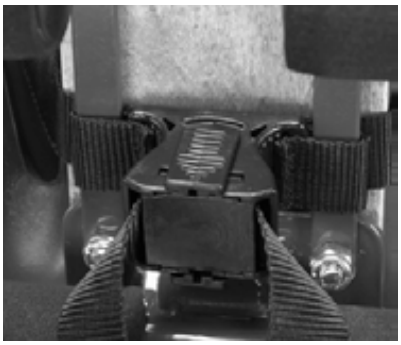
# Hi-Low Harness Threading & Connections *(cont.)*

## Shoulder Strap Removal

1. Unscrew top part* of vertical bar on left side only.
2. Slide up left side of shoulder strap adjustment mechanism off the vertical bar.
3. Reinstall top part* of left vertical bar.
4. Unscrew top part* of vertical bar on right side only.
5. Slide up right side of shoulder strap adjustment mechanism off the vertical bar.
6. Reinstall top part* of right vertical bar.




* For Small Hi-Low, “part” is a bolt.
For Large Hi-Low, “part” is a nut.



**CLOSE-UP**
SHOULDER STRAP
ADJUSTMENT MECHANISM
INSTALLED

***REVERSE PROCESS TO RETHREAD***

# Regular Product Maintenance

**If any parts should fail, please stop using the product and contact customer service or your local dealer.**

**We recommend the following daily product inspections:**

1. Ensure all adjustment knobs and bolts are secure.
2. Check all harness pads and Velcro for signs of wear and tear.
3. Verify all casters move freely and lock securely.
4. Ensure the tilt piston attachment hardware is securely tightened.
5. Ensure the MPS seat shell and Hi-Low base attachment/connection hardware is securely tightened.
6. Ensure the 5-point harness is securely fastened around the child and functions properly.
7. Ensure pelvic harness attachment hardware is tight and securely fastened.
8. Ensure the up-down foot pedal and up-down foot pedal lock are functioning properly.
9. Ensure the tilt lever and tilt lever lock are functioning properly.

# Cleaning

**How to Maintain**

When cleaning we recommend using a mild, non-abrasive detergent/cleaner to wipe the chair periodically.

**5-point & pelvic harness pads**

The harness pads can be removed,
hand washed at 38ºC or 100ºF then air dry.

**Seat, back, and headrest cushions**

Wipe with warm water and/or mild detergent. Do not submerge.

**Always ensure product is dry before use.**

To extend the life of the hook and loop strips, comb out the hook portion (hard side) to remove lint and other debris.

# Dimensions

| | Small MPS Seat Cushions | | | | Large MPS Seat Cushions | | | |
|---|---|---|---|---|---|---|---|---|
| **MPS Seat Specifications** | **MS1** | **MS3** | **MS5** | **MS7** | **ML1** | **ML3** | **ML5** | **ML7** |
| **Target User Age** | 9 mos - 3 yrs | 2 - 5 yrs | 4 - 8 yrs | 5 - 9 yrs | 6 - 9 yrs | 8 - 11 yrs | 10 - 14 yrs | 12 - Adult |
| **Target User Height** | 28" - 37" | 32" - 43" | 40" - 50" | 43" - 52" | 45" - 58" | 48" - 60" | 48" - 62" | 58" - Adult |
| **Maximum User Wt.** | 80 lbs. | | | | 130 lbs. | | | |
| **Seat Width** | 7" | 9" | 10" | 10" | 11" | 12" | 13" | 13" |
| **Seat Depth** | 6" | 8" | 10" | 12" | 11" | 13" | 15" | 17" |
| **Seat to Footrest** | 6" - 16" | | | | 8" - 18" | | | |
| **Hip Flex Angle** | -15° to +15° | | | | -15° to +15° | | | |
| **Seat Tilt Angle Forward** | 10° | | | | 10° | | | |
| **Seat Tilt Angle Back** | -30° | | | | -30° | | | |
| **Floor to Seat Ht.** | 14" - 28.5" | | | | 17" - 28.5" | | | |

| | Small MPS Back Cushions | | Large MPS Back Cushions | |
|---|---|---|---|---|
| **MPS Back Specifications** | **MS2** | **MS4** | **ML2** | **ML4** |
| **Target User Age** | 9 mos - 3 yrs | 2 - 9 yrs | 6 - 9 yrs | 8 - Adult |
| **Target User Height** | 28" - 37" | 32" - 52" | 45" - 58" | 48" - Adult |
| **Maximum User Wt.** | 80 lbs. | | 130 lbs. | |
| **Back Width** | 8" | 9" | 10" | 11" |
| **Back Height** | 8.5" | 11" | 11" | 13" |
| **Top of Back Cushion** | 11" - 16" | 15" - 20" | 15" - 20" | 19" - 22" |
| **Top of Head Cushion** | 18" - 23" | 21" - 26" | 24" - 28" | 26" - 30" |

| **Tray Specifications** | |
|---|---|
| **Dimensions** | 24"W × 17"D × 2"H |
| **Weight** | 8 lbs. |

# Consumer Information

## Limited Warranty

**Please fill out and mail your warranty card!**

Bergeron Health Care warrants to the original retail purchaser of the Special Tomato™ product, that if any part or component proves defective in material or workmanship within:

**5 years** of the purchase date, MPS Seat shell or Soft Touch® cushions
**2 years** of the purchase date, All other parts and components.

The defective part will be repaired or replaced (at Bergeron Health Care's discretion) free of charge. Warranty service may be performed by an authorized service center or (at Bergeron Health Care's discretion) the factory.

This warranty does not cover normal wear and tear, or damage caused by accident or misuse.

To exercise this limited warranty, the user should first obtain a Return Authorization Number from the dealer the Special Tomato™ product was purchased from. The product must be delivered charges pre-paid (UPS recommended) to the factory or to an authorized service center, together with a copy of the original invoice, the Return Authorization Number and a written description of the problem.

**For Customer Service Support:**
Contact your dealer directly.

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